

Author's Name: \_\_\_\_\_

Editor's Name: \_\_\_\_\_

## E111 Final Paper Editing Checklist

### Mechanics

- 1) The first word in every sentence is capitalized.  
*DO: Circle the first word of every sentence*
- 2) All proper nouns (such as names of people, the book title, movies) are capitalized.  
*DO: Underline the capital letter in each proper noun*
- 3) Each sentence I wrote ends with a period, a question mark, or an exclamation point.  
*DO: Circle the punctuation that ends each sentence.*
- 4) Punctuation is used correctly (commas, apostrophes, quotes, etc.).  
*DO: Mark any punctuation you think is incorrect*
- 5) The words are all spelled correctly. (Check carefully for commonly confused words like they're, their, there; its, it's; etc.)  
*DO: Mark any usage you question*
- 6) The beginning of each new paragraph is indented.  
*DO: Highlight the indentation at the beginning of each paragraph*
- 7) First or second person (I, you, me, ours, we) is not used **unless** it was in a direct quote from the novel  
  
*DO: Read through the entire paper and highlight the words "I, We, you, us, they, our, etc" IF any of those words are within a quote from the novel, leave them. IF NOT, delete them and correct the sentence.*

### Grammar

- 1) Each of the sentences is a complete thought with a subject and a verb. There are no sentence fragments in my work.  
*DO: In RED ink, underline the simple subject ONCE and the simple predicate (verb) twice in each sentence.*
- 2) There are no run-on sentences that are incorrectly joined by commas.
- 3) Subjects and verbs agree in number (singular subject, singular verb; plural subject, plural verb).
- 4) Pronouns (he, she, it, they) clearly refer to someone or something. Draw an arrow to what they refer to.
- 5) Uses verb tenses consistently unless a change is required (past, present, future). The paper itself should be written in the PRESENT TENSE. (All papers about literature are written in present tense-- even though the book was already written, the characters exist in the present)